

# Making a VoiceThread Presentation – Student Instructions

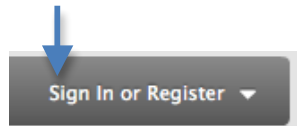
## Step 1: Sign in

Go to <http://buhlerschools.ed.voicethread.com>. **Do not register an account!**

You already are registered, so just **sign in** using **this email pattern**:

[username@bhsdocs.buhlerschools.org](mailto:username@bhsdocs.buhlerschools.org) example: [rmille5608@bhsdocs.buhlerschools.org](mailto:rmille5608@bhsdocs.buhlerschools.org)

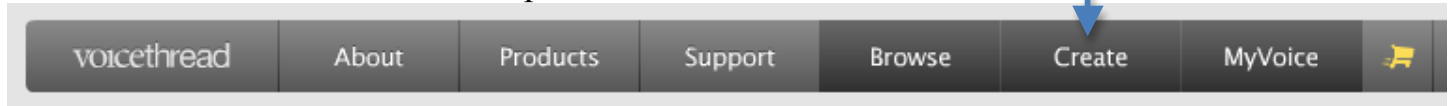
Your password is the same as for other school accounts – 3 letters, 2 numbers, 3 letters



## Step 2: Get oriented

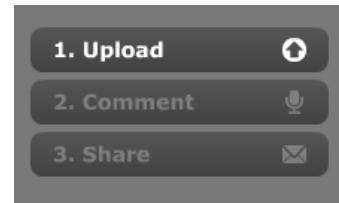


Click on the word **Create** in the top menu bar.



Note the three steps to creating a VoiceThread:

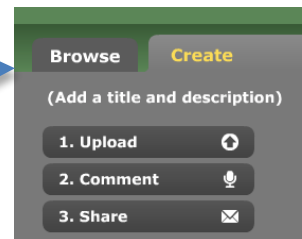
- ❖ **Upload**
- ❖ **Comment**
- ❖ **Share**



## Step 3: Add a project title, description, and search tags

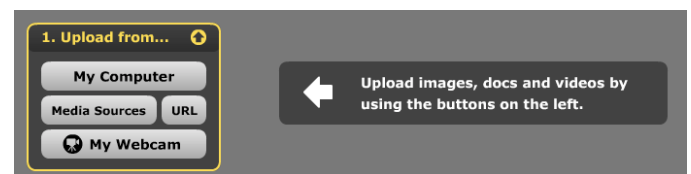
This is required! Click on the words **Add a title and description**.

- **Title** – This should be interesting and reflect your unique topic.
- **Description** – Write a sentence or two about your project.
- **Tags** – Add some keywords that will help people search for your project.
- Click **Save** at the bottom of the list. Now your project should appear in **My Voice**.



## Step 4: Upload images and items

Click on **Upload** and use the buttons to add items. You can add **individual photos** or a set of images or PDFs made from Keynote or PowerPoint slides.



**Rotate the photo** as needed by using the arrows.

**Add a title and link** for each picture (the link is where you got the picture on the web). The link is required as your source citation!

If you are uploading slides, put the citation on the slide.

Move your items into the correct order.



## Step 5: Comment (Narrate your slides)

**You will record for each individual slide!**

Click on the **Comment** button.

Choose how you will comment:

**Phone, Camera, Microphone, or Typing**

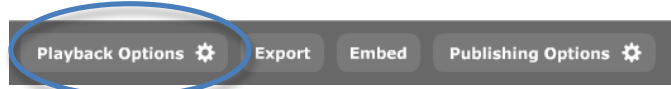


**Record a separate narration for each slide!**

Do this for each slide!

(more on the back)

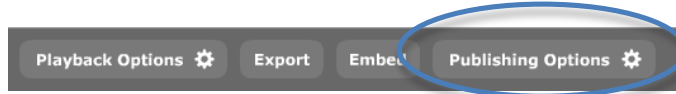
## Step 6: Set Playback Options



Before you share your VoiceThread, you need to change some settings to make it more professional. Click on the **Playback Options** button at the bottom of the window.

- Change 4 seconds to 1 second. **This is very important!**
- Don't start playing automatically. (Other settings are your choice.)
- Click **Save** at the bottom of the list.

## Step 7: Set Publishing Options



Click on the **Publishing Options** button at the bottom of the window.

Check all the items on the list:

- Allow anyone to view - yes
- Allow anyone to comment – yes
- Moderate comments - yes
- Show on browse page - yes

## Step 8: Share with others

To get a link for your portfolio or to send via email:

Click on the **Share** button and click **Get a link**. Copy and paste.

To share with individuals:

Click on the **Share** button and select other people in your school.

To embed in a web page or wiki:

Click on the **Embed** button at the bottom of the page. Copy and paste.

## Need More Help?

### Detailed Recording Instructions:

At the bottom of the picture box click on **Comment**, then click **Record**.

A warning box will appear – click the button that says **Allow**

A red box will appear below the picture that says **OK**,

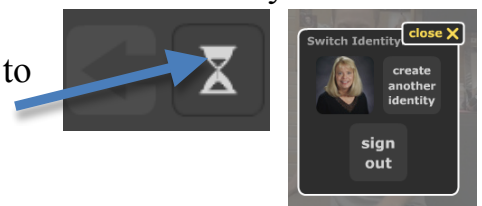
**start talking** – record your narration for that picture –

when you are finished, click the button again to stop recording

Click the **save** button to save your narration – if you are unhappy with it, select the audio box to the left of the photo and click on the trash icon to delete it. Record your narration again.

### Adding Individual and Group Photos for Identifying Narrators:

When asked if you want to upload a photo of yourself, select “I’ll do it later” unless you have permission from your teacher to upload a photo. If you have more than one person creating one VoiceThread together, you will need to create a new identity for each picture before recording. Do so by clicking on this box.



# VoiceThread Presentation Creation Checklist

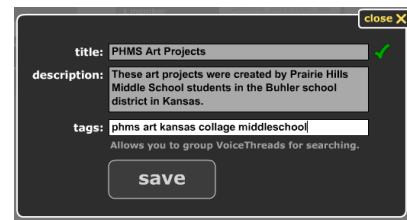
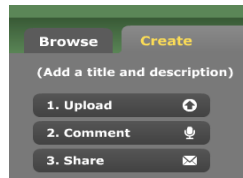
Name \_\_\_\_\_ Class \_\_\_\_\_ Hour \_\_\_\_\_

You may have the most awesome VoiceThread project in your class (or even beyond!), but if you haven't included these essential elements, your project will seem unprofessional and unfinished to other people who view it.

Check off these important elements before logging out!

## Create a title, description, and tags for your project

- \_\_\_\_\_ Title of Project
- \_\_\_\_\_ Description
- \_\_\_\_\_ Tags
- \_\_\_\_\_ Saved



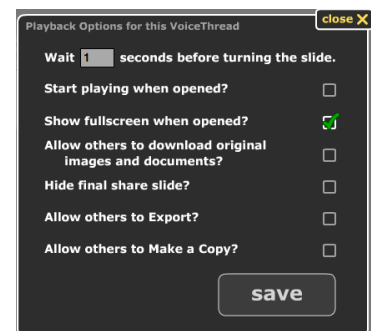
## Add a title and link for each photo or item

- \_\_\_\_\_ Title for each individual item
- \_\_\_\_\_ Link to source of each item
- \_\_\_\_\_ Link should point to where the photo, etc. is on the web.
- \_\_\_\_\_ If using PowerPoint slides, include source(s) on slides instead.
- \_\_\_\_\_ Saved



## Change Playback settings:

- \_\_\_\_\_ Change 4 seconds to 1
- \_\_\_\_\_ Don't start playing automatically when opened
- \_\_\_\_\_ Play fullscreen
- \_\_\_\_\_ Saved



## Change Publishing settings:

- \_\_\_\_\_ Allow anyone to view
- \_\_\_\_\_ Allow comments
- \_\_\_\_\_ Moderate comments
- \_\_\_\_\_ (This gives you control over people's comments on your project.)
- \_\_\_\_\_ Show on browse page.
- \_\_\_\_\_ Saved

